Schedule No. 2436 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Page 1 of 2 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit Agency Division of Parole and Probation/ Department of Public Safety and Correctional Services Fiscal Retention Item No. Description ACCOUNTING RECORDS A. General Accounting Records Retain for six (6) years and until all audit requirements Certficate of Deposit and Bank Deposit Slips have been fulfilled, then Memorandum of Adjustments/ Returns/ Journal El destroy. Daily & Monthly Reconciliations B. Special Accounting Records 1. Reports of audits conducted by the Legislative 1 Retain for ten (10) years/ then destroy. Auditors 2. Reports of audits conducted by persons or Retain permanently, transfer agencies other than the Legislative Auditors to State Archives periodically. including monthly B10332 Audit Retain for ten (10) years, then destroy. 3. Parole Bonds Retain for ten (10) years, then destroy. 4. Suspense Account/ Abandoned Property 5 Retain for ten (10) years/ then 5. Central Collections Unit destroy. C. Budget and Fiscal Planning Records **Budget Estimates** Retain for six (6) years and until all audit requirements **Budget Schedule Amendment** have been fulfilled, then Materials and Supplies Physical Inventory destroy. Report of Fixed Assets Report of Materials and Supplies Request for Position Action Schedule Authorized by State Archivist Schedule Approved by Department, or Division Representative. Date : Idared of grenfu Signature () Signature

Services

Typed Name: Dian E. Brooks

Title: Deputy Director of Administrative

Schedule No. DEPARTMENT OF GENERAL SERVICES 2436 RECORDS MANAGEMENT DIVISION Page 2 of 2 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit Agency Division of Parole and Probation/ Department of Public Safety and Correctional Services Fiscal Retention Description Item No. D. Payroll Accounting Records Payroll and Check Register Retain for six (6) years and Payroll Exceptions Time Report until all audit requirements have been fulfilled, then Payroll Transmittals destroy. Payroll Warrants Timesheets E. Miscellaneous Accounting Records Budget Papers and Worksheets Retain for six (6) years and Cancelled Checks, Check Copies, & Stubs until all audit requirements have been fulfilled, then Gas Withdrawal Tickets & Mileage Reports destroy. Memorandum of Receipt and Property Condemnation Reports Paid Bills and Invoices Receiving Reports Miscellaneous Correspondence Logs F. Purchasing Records Actual Emergency and Repairs Reports Copy of Contract Awarded Retain for ten (10) years and until all audit requirements Credit Memorandum have been fulfilled, then Notice of Award Contract destroy. Out-of-Schedule Requisition for Supplies Purchase Orders Requisitions